



DEPARTMENT OF THE ARMY  
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT  
600 ARMY PENTAGON  
WASHINGTON, DC 20310-0600



REPLY TO  
ATTENTION OF

DAIM-FD

5 July 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Transfer of Ownership/Control for Military Construction, Army, DD Forms 1391 from Major Army Commands (MACOMs) to Regions Under Transformation of Installation Management (TIM)

1. The purpose of this memo is to advise MACOMs that ownership/control of Army MILCOM projects and associated DD Forms 1391 projects will be transferred to Regional Offices as part of the Transformation of Installation Management. Army MILCON projects to be transferred include the following funding types: Military Construction, Army (MCA); Unspecified Minor Military Construction, Army (UMMCA); and Army Family Housing Construction (AFHC). The schedule for the transfer of DD Forms 1391 for other programs will be determined by the appropriation manager.
2. The following guidance is provided:
  - a. Programming Administration and Execution (PAX) System user names and passwords have been established for each Region. When activated, Regional staffs should contact HQUSACE (CEMP-IS) for this information. Point of contact at CEMP-IS is Mr. Harold Miles, (202) 761-8909.
  - b. Except for FY 04 projects, transfer of DD Forms 1391 in the PAX System will be made during the period of 15 Jul 02 to 30 Sep 02. This will ensure that these projects are aligned with the correct organization when the Regions are stood-up on 1 Oct 02. For issues regarding DD Form 1391 availability/access during this transfer period, points of contact are provided below.
  - c. Transfer of DD Forms 1391 for FY 04 projects will be accomplished during Sep 02 (after the Budget Estimate Submission (BES) to OSD). This will allow the MACOMs to respond to DD Form 1391 issues regarding projects in the FY 04 BES.
  - d. The Construction Appropriations Programming Control and Execution System (CAPCES) database has been revised to include Regions and will reflect the installation assignment in accordance with the TIM organizational structure.
  - e. All MACOMs will retain the capability to read and comment on the transferred DD Forms 1391. All MACOMs will also have the capability to read and comment on other DD Forms 1391 permitted to them in the future. All MACOMs will still have the ability to create and prepare DD Forms 1391; however, these forms must be transferred to the installation for submission to the Regions and HQDA. Installations will have the capability to permit, with write authority, a DD Form 1391 to a MACOM if the need arises.
3. For MCA and UMMCA projects, the point of contact is Mr. Pete Tamin, DAIM-FDC, (703) 692-9207. For AFHC projects, the point of contact is Mr. Dick Hentz, DAIM-FDH, (703) 428-8936. The Huntsville PAX Support phone numbers are (256) 895-1838 or DSN 760-1838.



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4. Quality Facilities for Quality Soldiers!

FOR THE ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT:



JOHN B. NERGER  
Director, Facilities & Housing

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DIRECTOR, INSTALLATION MANAGEMENT AGENCY

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COMMANDER, US ARMY CORPS OF ENGINEERS (ATTN: CEMP-ZA, CEMP-M, CEMP-I,  
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